

From

Director Secondary Education, Haryana  
Shiksha Sadan, Sector 5, Panchkula

To

1. All DEOs/DDEOs of the districts
2. All Principals/ Heads/ Incharge of schools

Memo No. PA/AD(Admn.)/2016/06

Dated: 04.10.2016

**Subject: Providing information regarding exact students enrolment as on 30.09.2016 on MIS portal.**


1. You may be aware that the school education department Haryana has devised a new and ambitious transfer policy to take care of the deployment interests of teachers and the academic interests of the students.
2. Under this policy rationalization of teaching posts has to be done every year from 1<sup>st</sup> December to 31<sup>st</sup> December based on the students' enrolment data of 30<sup>th</sup> September of the year of consideration. Thus, the rationalisation would pave way for provision of a teacher as per workload calculated on the basis of students' enrolment subject wise.
3. To collect such information the department has already made available to all schools an online MIS Portal. All heads of schools have already been given login id and password to use this facility. And, all schools are duty bound to upload complete and accurate students information as per MIS Portal format.
4. Always keep in mind, the rationalization process requires enrolment based on distinct subjects. In other words, mere total student strength of a school is of little use in absence of individual subject wise student enrolment. This is because, teachers posts are

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given for the students of particular subjects. Unless all subjects enrolment is individually notified the enrolment data may create difficulty in rationalization process.

5. During the last year enrolment reporting, majority of the school incharges/ Principals have provided detailed information of the students as per the requirement of the aforesaid application. Yet, there are many who have not cared to provide subject wise details of all classes, thereby, some teachers had to face forced transfers from such schools during the general transfers, because the posts in such schools were calculated to be surplus. It is a serious lapse which amounts to a misconduct inviting disciplinary action under HCS (Punishment and Appeal) Rules, 1987. The principals who supplied faulty data are being proceeded against.
6. The DEOs and DEEOs shall personally ensure that all schools upload their subject-wise/ class-wise enrolment data as on 30.09.2016, on MIS Portal by the 20.10.2016.

All concerned are directed to comply with the directions herein.

  
Virender Singh, HCS  
Additional Director (Admn-II)  
For Director Secondary Education  
Haryana, Panchkula